

**SUMMER 2021 AND AY 2021–22 ACADEMIC INSTRUCTION:
GUIDANCE FOR COLLEGES, SCHOOLS, DEPARTMENTS, AND PROGRAMS
FROM THE ACADEMIC INSTRUCTION IMPLEMENTATION TEAM**

Edition 10: May 26, 2021

**Topics: Fall 2021 Class Schedule Adjustments; Summer 2021 Exams/Defenses;
August Orientations; Spring 2022 Preview**

**Relevant Due Date for Chairs/Directors and Department Schedulers: Update Fall
2021 Class Enrollment Capacities by June 18**

***This edition of guidance is relevant primarily to chairs, directors and academic
support staff; feel free to share with your faculty and your graduate students
with teaching appointments***

CONTENTS

What's in this edition of guidance, and what's coming next
Fall 2021 classroom capacities and rooming progress
Adding in-person class capacity for fall 2021
Summer 2021 graduate exams and defenses
Preview: spring 2022 instruction modes and class meeting patterns
Past guidance editions, forthcoming editions, questions and requests

What's in this edition of guidance, and what's coming next

This edition of guidance focuses on enrollment adjustments to the fall 2021 schedule; on in-person scheduling for summer 2021 graduate exams and bridge-to-fall classes; and on a short preview of issues for spring 2022. A June edition of guidance will address additional issues regarding post-pandemic instruction in AY 21-22, including:

- Office hours for fall 2021
- Scope of the Tech Co-pilot program
- Accommodations for students with disabilities
- International students' concerns

Deans, chairs, and directors: if you have suggestions for guidance topics, please contact [Katherine Eggert](#), senior vice provost for academic planning and assessment.

Update and thank you: fall 2021 classroom capacities and rooming progress

Public health conditions and CU Boulder's fall 2021 vaccination requirement have now made it possible to lift the three-foot physical distancing basis in our classrooms for fall 2021. *Classrooms are now mostly at pre-COVID capacity levels.* This includes classrooms with fixed seating. The maximum classroom capacity remains at 224, since all classes larger than 224 have already been scheduled in remote/online mode.

The classroom capacity list is up to date and is linked from the [Academic Scheduling web page](#).

Batch rooming is completed for fall 2021 and room requests were accommodated smoothly, with very little need for schedule adjustments. This is due to the work that departments, programs, colleges and schools put in to spread their classes across the entire teaching day and teaching week, Monday through Friday. Thank you!

Work with your faculty and academic schedulers: adding in-person class capacity for fall 2021

As promised to students and their families, instructional modalities assigned to currently scheduled fall 2021 classes must remain unchanged.

However, with most classrooms returning to their pre-pandemic capacities, departments now have the opportunity to increase in-person learning opportunities for our students and meet student demand. You have two options:

- Increase enrollment capacities of currently scheduled in-person classes up to the revised classroom capacity
- Request additional in-person sections to complement the remote or online sections of classes

These options are entirely at the discretion of the department/program and college/school. The campus is not requiring that any academic unit increase its in-person class capacity and likely will not be able to supply additional funding to hire more instructional faculty. However, the campus has heard from undergraduate students and their parents that they would prefer more in-person and fewer remote options for the fall, especially in those departments that have a relatively high percentage of remote/online classes. Please check your undergraduate class enrollments in particular, and redistribute resources to in-person classes if feasible. Low-enrolled online/remote courses may be canceled in accordance with standard school/college policies for low-enrolled courses.

Departments will have access to increase enrollment capacities through June 18, prior to first-year student registration. After June 18, please email [Academic Scheduling](#) with requests to revise enrollment capacities.

To request additional in-person sections, please submit a CTUF if a room assignment has already been secured, or email [Academic Scheduling](#) to inquire about room availability. Requests will be honored on a first-come first-served basis. It is important to note that classrooms are still limited, but Academic Scheduling will try to accommodate requests for additional in-person sections based on availability and times.

If additional in-person sections are added, departments are encouraged to email students enrolled in remote/online sections informing them of the new section(s) in case any student would like to swap sections. Please keep in mind that continuing students may make schedule adjustments up until June 9, after which registration closes to them until the schedule adjustment period opens on August 9.

The Office of the Registrar is also sharing this information with department schedulers. Please contact [Academic Scheduling](#) with any questions.

Tell your graduate students and graduate staff: summer 2021 graduate exams and defenses

When considering modality for a graduate qualifying/preliminary/comprehensive examination or a final exam/thesis defense, the health and safety of the student and committee members are of utmost importance. Examinations are teaching occasions, even if they are not credit bearing, and are subject to the campus strictures on in-person teaching in effect at the time taken.

During times that the university allows in-person instruction, including summer 2021, graduate students can take an examination or defense in person. Any requirements of the university or public health orders at the time of the exam must be observed. [Boulder County's local mask order is still in effect](#), and facial coverings will continue to be required in indoor spaces on campus through at least June 30, 2021. It is recommended that in-person exams are scheduled only in well-ventilated and reasonably spaced rooms.

However, the Graduate School continues to allow remote or hybrid examinations/defenses. It is recommended that each examination be thoughtfully considered on a case-by-case basis, taking into account the circumstances affecting both the student and each committee member.

Tell your department scheduler: August “bridge” and orientation scheduling

Some academic units offer August “bridge” classes or academic orientation sessions that are effectively attached to the fall 2021 academic semester. These classes and events will follow fall 2021 scheduling guidelines.

Preview: spring 2022 instruction modes and class meeting patterns

Due to the availability of and requirement for vaccines, the assumptions for spring 2022 class scheduling are as follows, though changes will be made if public health conditions change:

- Classrooms will be at pre-COVID capacities.
- Most classes will be in person. Some classes may be taught remotely or online, based solely on student demand and pedagogical suitability for remote teaching.
- The campus is currently working to determine standard class meeting patterns and passing periods for spring 2022 and thereafter. Departments should continue to plan to use the entire teaching day and week to schedule classes.
- We will use normal practice for those who need a classroom accommodation regarding teaching or learning:
 - Students who need a classroom accommodation for medical reasons will work with disability services to document that need.
 - Faculty members who have a medical or family need for teaching accommodation or leave will use FMLA leave or request ADA accommodation.

Past guidance editions, forthcoming editions, questions and requests

Past and current editions of Academic Instruction Implementation guidance and their supporting materials are available [on the Academic Affairs website](#). New editions of Academic Instruction Implementation guidance will be published in 2021 as needed to guide faculty, staff and students in any necessary changes to current instruction and in planning for future academic terms.

Please continue to send questions, requests for clarification and requests for further guidance. Your communications are welcome and help shape decisions about instruction and instructional support and recommendations to campus leadership. Individual faculty and other instructional personnel should direct questions to their chairs and directors. Deans, chairs, directors and school/college administrators should send all queries and requests to [Katherine Eggert](#), senior vice provost for academic planning and assessment.